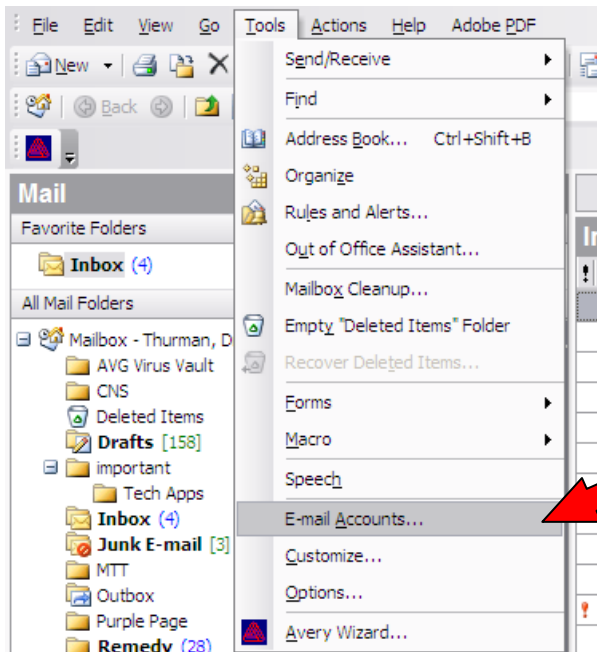
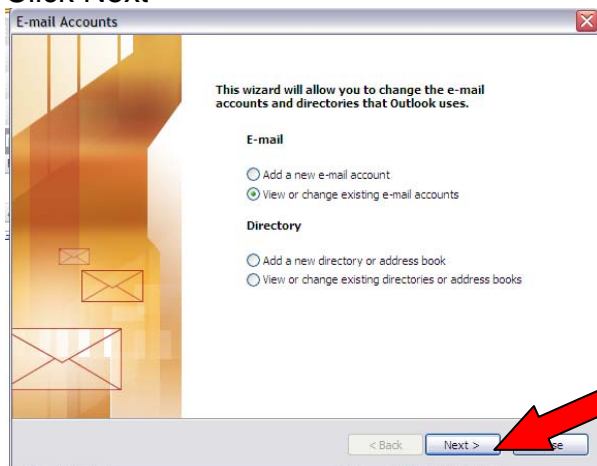


# Instructions for Viewing the Laptop Cart Calendars

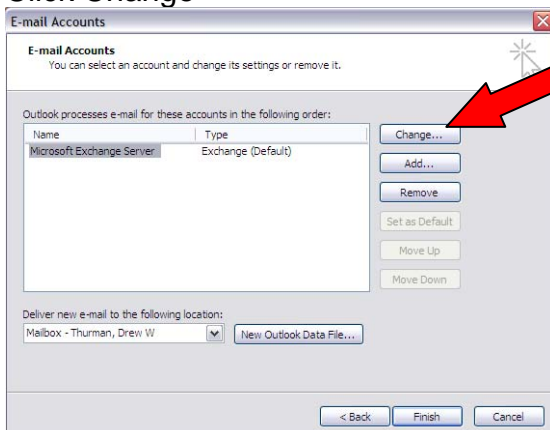
- Open Outlook
- Click on the Tools menu > Email accounts



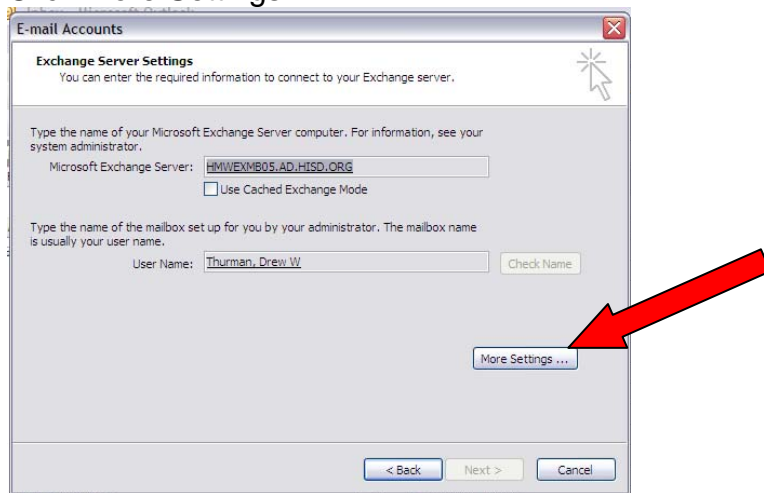
- Click Next



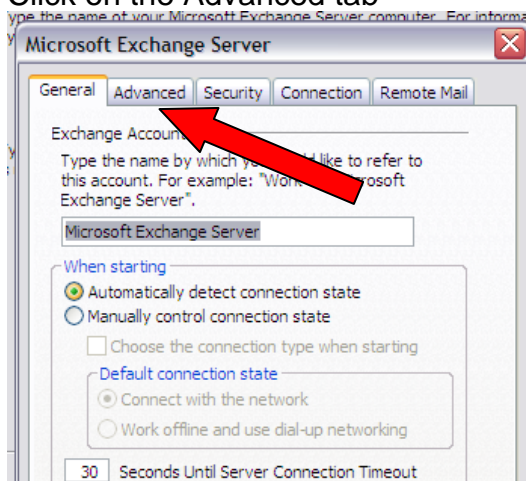
- Click Change



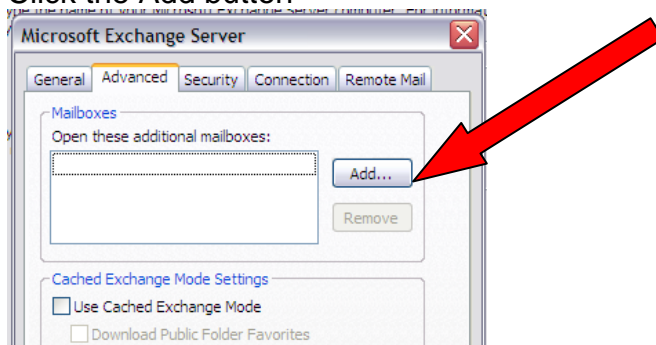
- Click More Settings



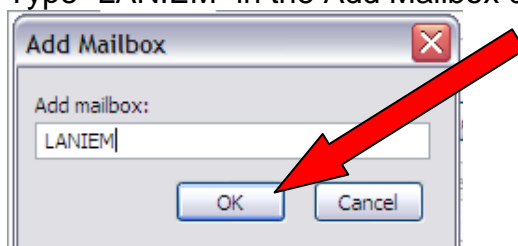
- Click on the Advanced tab



- Click the Add button



- Type "LANIEM" in the Add Mailbox dialogue box and click OK.



- Click OK again
- Click Next

**E-mail Accounts**

**Exchange Server Settings**  
You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

Microsoft Exchange Server:

☐ Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

- Click Finish
- Click on your Calendars list, then click on “Open a Shared Calendar.”

**My Calendars**

- ☒ Calendar
- ☐ Admin Calendar in Mailbox - Lanier Middle School
- ☐ Calendar in Mailbox - Lanier Middle School
- ☐ Lear Laptop Cart in Mailbox - Lanier Middle School
- ☐ Macbeth Laptop Cart in Mailbox - Lanier Middle School
- ☐ Special Ed Calendar in Mailbox - Lanier Middle School
- ☐ Special Ed Calendar in Mailbox - Lanier Middle School

**Other Calendars**

- ☐ Drozdz, Lonnie C
- ☐ Lanier Middle School

[Open a Shared Calendar...](#)

[Share My Calendar...](#)

**Navigation Pane:**

- Mail
- Calendar**
- Contacts
- Tasks
- Notes

- In the *Open a Shared Calendar* dialogue box, type “LANIEM”

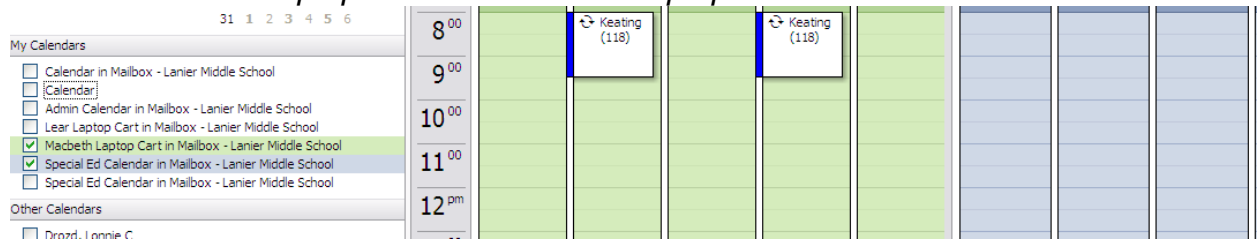
**Open a Shared Calendar**

- Click OK
- Close and reopen Outlook.

- Click on Calendar



- You should see a number of new calendars in your *My Calendars* list; among them will be *Lear Laptop Cart* and *Macbeth Laptop Cart*.



- Call or e-mail if you have trouble.